

ATTACHMENT 1.2D

- Eligibility determination is a function of the Social Services Administration of the State Department of Employment and Social Services. Each Local Department of Social Services in the twenty-three (23) counties of Maryland and Baltimore City have particular responsibility for certifying those individuals determined as eligible who reside within their political subdivision.

- The City of Baltimore, and several of the larger counties have divided their areas into regional offices for better control and individual convenience. Baltimore City keeps the Public Assistance file completely separate from those individuals on Medical Assistance.

- As a general rule, however, individual eligibility technicians and/or social workers, regardless of where they are located, can and do perform the many and varied tasks of reviewing applications and determining individual eligibility.

Once this determination has been made, if the individual is eligible, the worker transmits the necessary information to the Medical Assistance Operations Administration for proper action by that unit.

- The Local Department of Social Service will provide all necessary changes in status, income and family situations which have a material effect on individual and family eligibility.

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- Local units have direct telephonic access to the Department's eligibility file. This facilitates quick and accurate updating of individual records and accurate maintenance of the file.

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